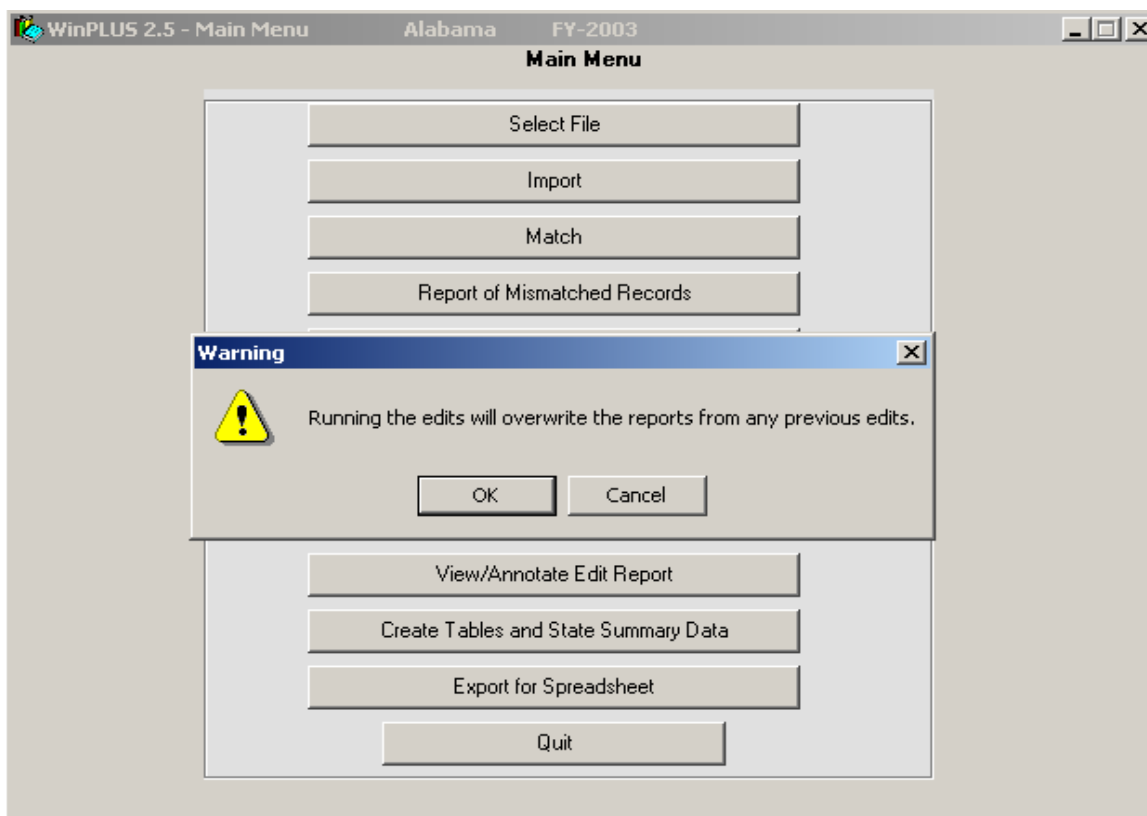## 5.8   Edit Checks (Current-Year and Historical)

Following data entry, the user should select WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)' to generate a complete edit report. (The report is displayed on the next page.) The edit report includes:

- Current-year edit checks based on the criteria in Appendix G—Current-Year Edit Checks and

- Historical edit checks (i.e., comparisons of current-year to prior-year data) based on the criteria in Appendix H—Historical Edit Checks.

Your data submission should include an **annotated final edit report**. The annotations should explain data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. You may annotate the edit report in the WinPLUS software; print the edit report for annotation by hand; or open the edit report in Word or another word processing package for annotation. **Note: Please read section 5.9—View/Annotate Edit Report <u>before</u> annotating the edit report using WinPLUS!**

Select 'Edit Checks (Current-Year and Historical)' when you are ready to create your edit report. **If you have previously performed this operation, you will receive the message 'Running the edits will overwrite the reports from any previous edits'.** Choose 'Cancel' to return to the WinPLUS Main Menu, or choose 'OK' to continue.

The edit report is saved as a text file called EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt based on the 'Sort by' format you select (i.e., Library Name or Edit Number), shown in the following screen. After running the edit checks, you can 'Print' or 'Save' the report.
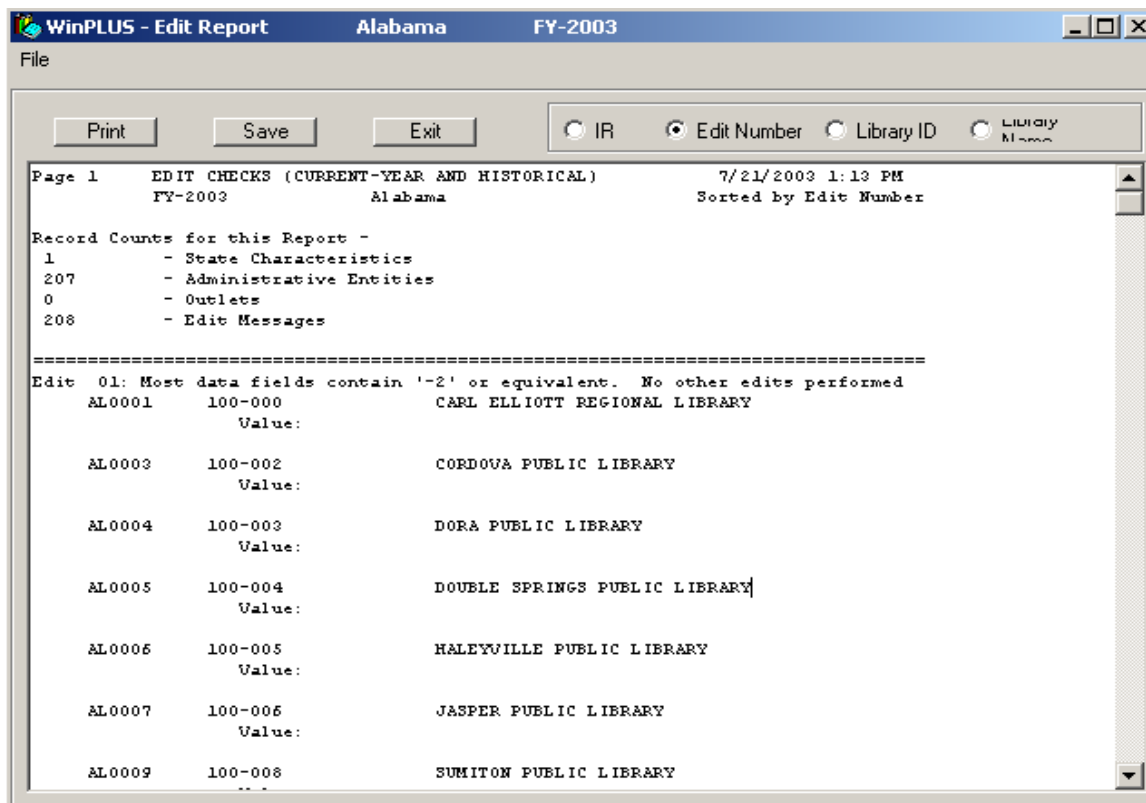
5.8.1 Current-Year Edit Checks

The current-year edit checks (see Appendix G—Current-Year Edit Checks) are performed for administrative entities and outlets, and include the following types of edits:

- 'Out-of-range' edits (e.g., 'Average Public Service Hours per Outlet per week is less than 10'). An edit message is generated if the values for a data element fall outside the range.

- 'Relational edits' (e.g., 'Total Operating Expenditures is less than 75% of Total Operating Income', or 'ALA-MLS is greater than Total Librarians'). An edit message is generated if the values for two or more data elements are not within a predetermined limit.

- 'Arithmetic edits' (e.g., 'Total Operating Revenue is not equal to the sum of the parts'). An edit message is generated if the detail does not equal the reported total.
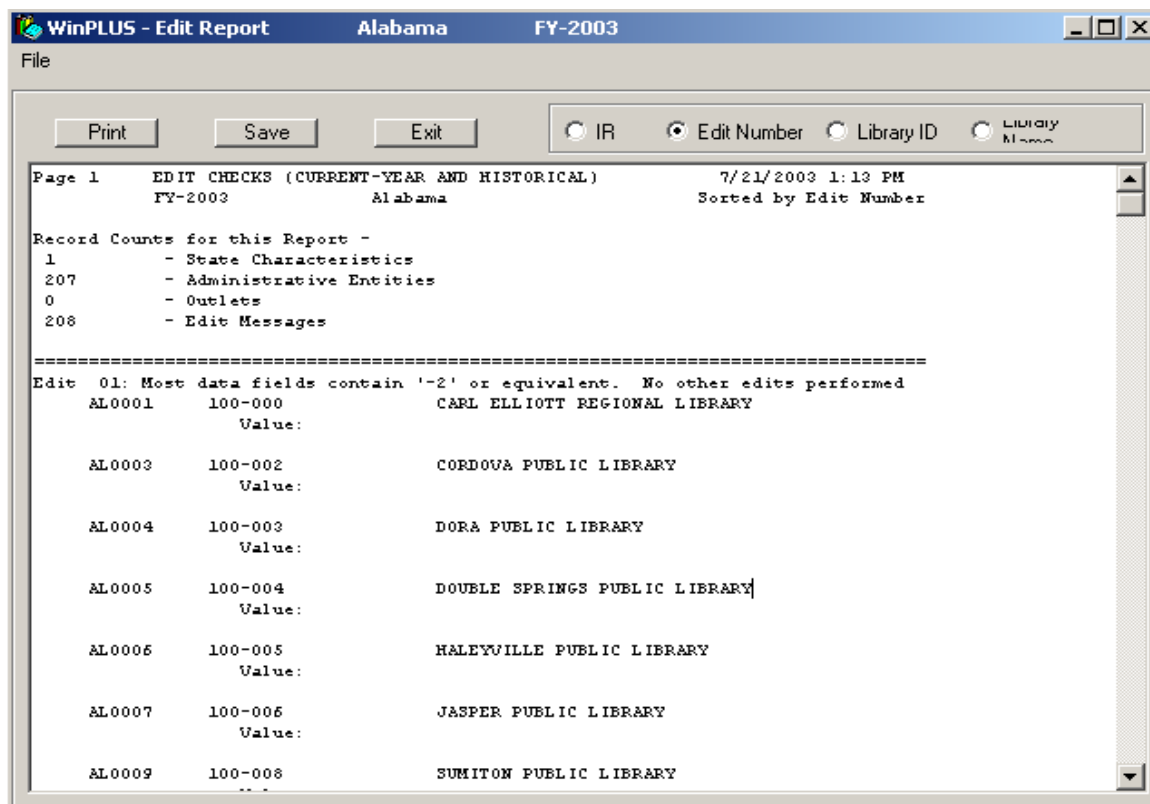
5.8.2 Historical Edit Checks

The historical edit checks are generated *automatically* following the generation of the current-year edit checks, under WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)'. They are performed for administrative entities, but not for outlets. The historical check compares the current-year to prior-year data reported by each library based on the criteria in Appendix H—Historical Edit Checks.

5.9   View/Annotate Edit Report

Your data submission should include an annotated final edit report. The annotations should explain data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. To annotate the final edit report using WinPLUS, select the option 'View/Annotate Edit Report' from the WinPLUS Main Menu. **(See important note about this option at bottom of page!)**

Note: This option is not applicable to users who plan to annotate the edit report by hand**,** or in Word or another word processing package. You should proceed with annotations by these methods after generating the final edit report from WinPLUS Menu option **'**Edit Checks (Current-Year and Historical)**'**. The edit report is saved as a text file (named EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, based on the 'Sort by' format you select) that can be opened in Word, for example, for annotations.

IMPORTANT! Read the following before using the 'View/Annotate Edit Report' option:

- Before annotating the edit report using the 'View/Annotate Edit Report' option, you must select option 'Edit Checks (Current-Year and Historical)' from the WinPLUS Main Menu to generate the **final** edit report.

- Your annotations will be saved and displayed *only* in the version you annotate—i.e., either the 'Edit Number' version (EditsByEditNum_XX.rpt), 'Library ID' version (EditsByLibID_XX.rpt), or 'Library Name' version (EditsByName_XX.rpt). **ANNOTATE ONLY ONE VERSION.**

- **DO NOT re-run the edit checks after you begin annotating!** If you do, the edit report file will be overwritten, and all annotations will be lost!

5.10   Create Tables and State Summary Data

Select the option 'Create Tables and State Summary Data' from the WinPLUS Main Menu to create tables and state summary data.

5.10.1 Single Library Tables

Select the 'Create Tables and State Summary Data' option from the WinPLUS Main Menu to create Single Library Tables. Choose 'Reports' and then 'Single Library Tables' to display the list of available tables (see below). The tables include data for selected items for all the individual public libraries in the state. For example, table 5 includes the amount and percent of revenue by source.

1. Population Served by State
2. Number and Type of Outlets
3. Number and Type of Staff
4. Population of LSA and Number of FTE Staff
5. Amount and Percent of Revenue, by Source
6. Revenue and Per Capita Revenue, by Source
7. Expenditures and Percent of Expenditures, by Type
8. Staff Expenditures
9. Capital Expenditures
10. Public Service Hours
11. Library Visits and Reference Trans.
12. Circulation and Loan Trans.
13. Circulation of Children's Materials and Program Attendance
14. Electronic Materials and Expenditures
15. Print Materials and Expenditures
16. Other Materials and Expenditures

Use the arrows at the bottom of the screen to move to the desired table. Select 'Print' at the bottom of the screen to print the table.

Table 1 is shown below:

Table 1 - Public libraries in Alabama by population of legal service area: 2003

Library Name	Total population of legal service area*
ABBEVILLE MEMORIAL LIBRARY	2,987
ADAMSVILLE LIBRARY	4,965
ADELIA MCCONNELL RUSSELL LIBRARY	15,008
AKRON PUBLIC LIBRARY	2,497
ALBERT L. SCOTT LIBRARY	22,619
ALBERTVILLE PUBLIC LIBRARY	17,247
ALICEVILLE PUBLIC LIBRARY	2,567
ANDALUSIA PUBLIC LIBRARY	8,794
ANNIE L. AWBREY PUBLIC LIBRARY	6,563
ANNISTON-CALHOUN COUNTY PUBLIC LIB.	99,892
ARAB PUBLIC LIBRARY	7,174
ARLEY PUBLIC LIBRARY	290
ASHLAND CITY PUBLIC LIBRARY	1,965
ASHVILLE PUBLIC LIBRARY	2,260
ATHENS-LIMESTONE PUBLIC LIBRARY	65,433
ATMORE PUBLIC	7,676
ATTALLA-ETOWAH CO. PUBLIC LIBRARY	6,592

Use the scroll bar to the right of the table to scroll through the table. Select 'Print' at the bottom of the screen to print the table.

5.10.2   2-Year State Summary Data

A table of 2-year state summary data is included to assist the respondent in evaluating the quality of data prior to submission. To view the table, select 'Create Tables and State Summary Data' from the WinPLUS Main Menu, choose 'Reports' and then 'State Summary: 2-Year Percent Change and Net Change'.
The table is shown below.

Data Item	FY 2002 State Total	FY 2003 State Total	Percent Change	Net Change
State Summary: 2-year Percent Change and Net Change				
State Characteristics Items:				
Official State Population Estimate	-1	-1	0.0	0
Total Unduplicated Pop of LSA	-1	-1	0.0	0
Administrative Entity Items:				
Pop of Legal Service Area	4,450,500	4,436,523	-0.3	-13,977
Central Library	206	205	-0.5	-1
Branch Library	76	76	0.0	
Bookmobiles	17	17	0.0	
ALA-MLS	248	248	0.0	
Total Librarians	655	647	-1.2	-8
Other Paid Employees	941	940	-0.1	-1
Total Paid Employees	1,596	1,588	-0.5	-8
Local Government	60,530,598	60,234,369	-0.5	-296,229
State Government	4.235.019	4.255.333	0.5	20.314

WinPLUS – Reports   Alabama   FY-2003

Report Navigator   Print   Exit

Use the arrows at the bottom of the screen to scroll through the table. Select 'Print' at the bottom of the screen to print the table.

5.11 Export for Spreadsheet

Select 'Export for Spreadsheet' from the WinPLUS Main Menu to create four comma-delimited files for use at the state level (i.e., not for submission to NCES). This WinPLUS option is provided in response to user request. The files will automatically be placed in the same directory where the WinPLUS software is installed. The four files are: current-year and prior-year administrative entities files, the outlet file, and the state characteristics file.
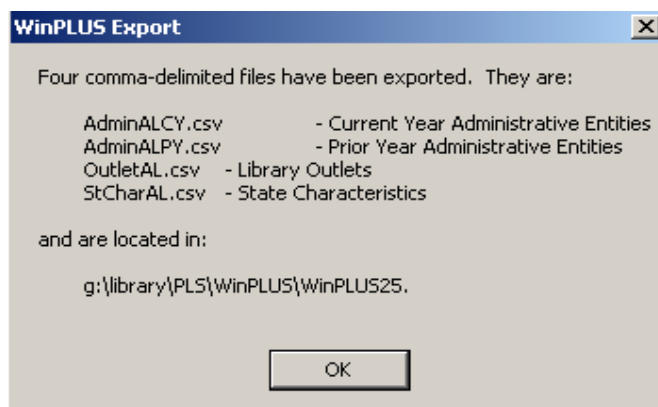
You can open the comma-delimited files in Excel. Note: You will need to reformat the column for telephone numbers. If you have a leading 0 in your zip codes, you will need to format the Zip Code Column: Select the column, then 'Format', then 'Cells'. Then under 'Category' select 'Special". Then under type, you can type in five zeros for 1st zip code and 4 zeroes for 4-digit zip code. It will place the missing zeroes in the column.

5.12 Quit

To exit WinPLUS, select the 'Quit' button on the WinPLUS Main Menu.

Note: The 'Quit' button is also used to run the Non-response (–2) Report prior to submitting your final data (see next section).